

OCFO SERVICE AREAS

The initiatives for transformation opportunities fall under the following OCFO end-to-end business process/service areas, which are intended to collectively represent all OCFO activities/services.

Six OCFO Service Areas



1 Department of Energy (DOE) Funds Proposal to Closeout (P2C) and General Accounting

DOE P2C

DOE P2C is the process of requesting funding from DOE, receiving those funds, authorizing projects, collecting costs within the project and then closing the project once funds are expended. There are 4 stages that must be tracked as part of this process: the initial proposal budgets, the guidance from the DOE, funding from the DOE and finally costs incurred or committed as part of executing the project. All costs and encumbrances must be tracked and managed in accordance with the funding rules established by the DOE.

Functionality requirements for this process include planning/budgeting, proposing, project cost accumulation and funds management.

Indirect Budget Formulation and Execution

Indirect Budget formulation and execution entails management and oversight of the annual indirect budget formulation process, estimating and tracking institutional overhead rates, and oversight of organizational overhead budgets and rates. Management and oversight includes leading the formulation and allocation of indirect budgets, estimation of projected cost pools and bases to determine forward pricing rates, and estimation and analysis of indirect costs and collections for execution purposes. This function also includes ensuring compliance with applicable federal and contractual requirements relative to cost allocability and allowability.

General Accounting

General Accounting is responsible for the consolidation of all funds in and cost transactions, both direct and indirect in the Laboratory financial statements, including both the project costing ledger and the general ledger. This business/process service area includes provision of the accounting infrastructure and related needs including month-end electronic transmission of LBNL financial data to DOE's financial system. Over 300 asset and liability accounts with a combined total of \$3.4B are managed for compliance with federal and contractual requirements.

General Accounting is also responsible for all banking activities and transactions including management of expenditures according to the checks paid letter of credit from the US Treasury.

2 Sponsored Research Proposal to Closeout (P2C)

Sponsored Research Proposal to Closeout (P2C) is similar to the DOE Proposal to Closeout process but involves work performed for non-DOE sponsors, and includes other federal, state and corporate sponsors. Award types include Work for Others, CRADAs, other DOE Laboratory funding, User Agreements, and Gifts. In addition to the previously described four stages that must be tracked, customer/sponsor specific information must be tracked and costs incurred must be invoiced. Functionality required by this process includes the same items under DOE Proposal to Closeout as well as customer master file management, billing, related financial processes and accounting, and collections.

3 Buying/Paying (Procure-to-Pay, P2P)

Procurement supports science by effectively and efficiently handling ~65,000 transactions annually. The use of channels such as; e-buy (an electronic shopping mall like Amazon), e-auctions (to increase competition and drive down prices), procurement cards and contracts are standard mechanisms used to purchase goods and/or services at the best price, best quality and delivered when the client needs them. Buyers are entrusted to approve every transaction in accordance with Federal Acquisition Regulations (FAR) and Federal law. Buyers have to ensure that suppliers are in good standing with the Federal Government (no "debarred"), buy American made goods, employ legal residents or US citizens, pay minimum wages set by law and abide by such additional requirements. Procurement is also required to set aside a large percent of spend for small and disadvantaged suppliers and preferably even local businesses.

Once procured, all suppliers are paid through standard accounting mechanisms and select assets are tracked through our property management program. Both **Accounting** and **Property Management** are integral parts of the Procure-to-pay process. Goods within LBNL's possession are tracked by property management through their life (from use, storage and if needed at disposition to be sold, transferred, or scrapped). Property that is sensitive or hazardous per DOE rules are monitoring through their life cycle. Services provided within this process are: asset capitalization, depreciation, inventory tracking, life cycle management, hazards monitoring, project accounting and general ledger activities.

A primary function of the entire Procure-to-Pay process is to act as a custodian of Federal funds in procuring goods and services, tracking assets and paying suppliers aptly within Federal regulations.

4 Effort Accounting (Timekeeping, Labor Cost Distribution, and Payroll)

Effort Accounting (Timekeeping, Labor Cost Distribution, and Payroll) is the process of collecting staff effort (as reported in the Time Reporting system) associated with one or more projects. Effort information is processed through labor cost distribution, as necessary, to projects and sent to payroll for processing. The process collects staff information from human resources (HR), with updates on various changes to employee information. The process also manages adjustments to time and projects. Payroll services process payroll for the Laboratory's diverse employee population including represented and non-represented staff, full and part time employees, students and UC faculty with

shared appointments. Functionality required by this process includes time entry, labor distribution, and integration with HR, payroll and projects.

5 Travel and Conferences

Travel and Conferences covers the activities to manage staff travel and conferences. Travel involves two processes: the management of travel authorizations according to DOE guidelines and audit and payment of travel expense reports. Functionality required by this process includes travel authorization, integration with DOE rules and regulations, integration with the booking agency, workflow and travel expense reimbursement. Conferences Services is an internal team of meeting professionals dedicated to supporting science with effective design, management and compliance of meetings and conferences hosted by Berkeley Lab and the Lab's attendance at conferences hosted by the others. Services include contract management, on-line registration, logistics and budget oversight. They provide end-to-end full service meeting and event planning for more than 60 events per year and policy compliance review for more than 600 events. In addition the unit is the point of contact for DOE Conference Reporting.

6 Data Analysis/Reporting

Data Analysis

The OCFO provides customized analytical services to a variety of laboratory customers and stakeholders on both a recurring and ad hoc basis. This support ranges from developing complex models on multi-year Institutional initiatives to quick turnaround ad hoc requests. Timely ad hoc data analysis and decision support is provided by trained staff from OCFO's Field Operations, Budget Office and Business Systems Analysis units.

Reporting

Partnering with the IT Division, the OCFO delivers summary and detailed business information through predefined, interactive reports available from the BRS data warehouse portal. This service provides users with ready access to summary and detailed information on project budgets, funding, costs and encumbrances as well as additional details for staff effort, purchases and other expenses. In addition, the PeopleSoft financials system provides its users with access to real-time transaction status and details.